

CHAPTER 2.08

Department of Finance

2.08.010 Finance Office established – duties.

A. There is established the Office of Finance, which shall be under the supervision of the Finance Director who shall in turn be under the supervision of the City Manager.

1. The Finance Director shall be the treasurer of the City Council as provided for by Section 4.8 of the Charter and shall be appointed and removed by the City Manager with the approval of the City Council.

B. The Finance Director shall carry out those functions and duties outlined under Section 4.8 of the Home Rule Charter for the treasurer. In addition to the duties outlined under the Home Rule Charter for the Treasurer, the Finance Director shall assist the City Manager in performing the following duties:

1. Recommend an annual budget to the City Council and administer the budget as finally adopted under policies formulated by the City Council, and keep the City Council fully advised at all times as to the financial conditions and needs of the City.

2. Maintain a system of accounts of the City which shall conform to any uniform system required by the City Council and which shall conform to generally accepted principals and procedures of governmental accounting. The Treasurer shall submit financial statements to the City Council monthly, or more often as City Council directs.

3. Prepare an annual financial report. Copies of such financial reports shall be made available for public inspection at the office of the City Clerk. (Ord. 761-90, 1990; Ord. 721 89, 1989; Ord. 651 86, 1986; Ord. 273, 1973)

2.08.020 Checks and disbursements – bonding of officers.

All monies shall be disbursed or withdrawn from all City accounts or funds by checks drawn and signed by the Finance Director and the City Manager. Both the Finance Director and City Manager may obtain a fidelity bond as approved by the City Council. Until the City Manager has obtained the proper fidelity bond, the Mayor shall countersign all checks. (Ord. 761-90, 1990; Ord. 273, 1973)

2.08.030 Bond fees paid by City.

The City shall pay the fee for obtaining fidelity bonds required by the City. (Ord. 761-90, 1990; Ord. 273, 1973)